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In any correspondence on **MSD 135/306/02 Vol. 67**
this subject please quote no.

31st March, 2023

The Executive Director,
Uganda Blood Transfusion Service
P.O.Box 1772,
KAMPALA

APPROVED STRUCTURE FOR UGANDA BLOOD TRANSFUSION SERVICE

Reference is made to letter from the Ministry of Health, Ref: **ADM 45/153/01** dated **23rd February, 2023**; communicating the recommended structures for Uganda Blood Transfusion Service.

The recommended structure for Uganda Blood Transfusion Service has been received, scrutinized and few changes made in line with the guidelines for restructuring.

The purpose of this letter therefore, is to communicate to you the approved structure for Uganda Blood Transfusion Service; for implementation within the available wage provisions for the Financial Year 2022/2023.

Catherine Bitarakwate Musingwiire (Mrs.)

PERMANENT SECRETARY

Cc: Hon. Minister for Health;

The Permanent Secretary/Secretary to Treasury,
Ministry of Finance, Planning and Economic Development;

The Permanent Secretary, Ministry of Health;

The Secretary, Health Service Commission

**APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR UGANDA BLOOD TRANSFUSION SERVICES HEAD
QUARTERS, MARCH 2023**

	JOB TITLE	SALARY SCALE	APPROVED ESTABLISHMENT	APPROVED MONTHLY SALARY	APPROVED ANNUAL SALARY
A	OFFICE OF THE DIRECTOR				
1	Executive Director	U1SE	1	14,501,555	174,018,660
2	Personal Secretary	U4 L	1	723,868	8,686,416
3	Office Attendant	U8 U	1	200,296	2,403,552
4	Driver	U8 U	1	221,987	2,663,844
	SUB TOTAL		4		187,772,472
i	INTERNAL AUDIT UNIT				
1	Senior Internal Auditor	U3 U	1	1,046,396	12,556,752
2	Internal Auditor	U4 U	2	876,222	21,029,328
	SUB TOTAL		3		33,586,080
ii	COMMUNICATION UNIT				
1	Communication Officer	U4 L	1	723,868	8,686,416
	SUB-TOTAL		1		8,686,416
	SUB TOTAL FOR OFFICE OF THE DIRECTOR		8		230,044,968
B	OFFICE OF THE DEPUTY DIRECTOR				
1	Deputy Executive Director	U1SE	1	13,321,555	159,858,660
2	Personal Secretary	U4 L	1	723,868	8,686,416
3	Driver	U8 U	1	221,987	2,663,844
	SUB TOTAL		3		171,208,920
C	SUPPORT SERVICES				
i	ADMINISTRATION SECTION				
1	Principal Assistant Secretary	U2 L	1	1,247,467	14,969,604
2	Assistant Secretary	U4 L	1	723,868	8,686,416
3	Call center Agent	U6 L	8	405,239	38,902,944
4	Receptionist	U7 U	1	343,792	4,125,504
5	Office Attendant	U8 U	3	200,296	7,210,656
6	Driver	U8 U	20	221,987	53,276,880
7	Askari	U8 L	6	200,296	14,421,312
	SUB TOTAL		40		141,593,316
ii	ACCOUNTS SECTION				
1	Principal Accountant	U2 U	1	1,345,330	16,143,960
2	Senior Accountant	U3 U	1	1,046,396	12,556,752
3	Accountant	U4 U	2	876,222	21,029,328
4	Assistant Accountant	U6 U	2	426,265	10,230,360
	SUB TOTAL		6		59,960,400
iii	PROCUREMENT SECTION				



**APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR UGANDA BLOOD TRANSFUSION SERVICES HEAD
QUARTERS, MARCH 2023**

1	Principal Procurement Officer	U2 U	1	1,345,330	16,143,960
2	Procurement Officer	U4 U	2	876,222	21,029,328
3	Assistant Procurement Officer	U5 U	1	528,588	6,343,056
	SUB TOTAL		4		43,516,344
iv INFORMATION AND COMMUNICATION TECHNOLOGY SECTION					
1	Principal Systems Analyst	U2 SC	1	4,500,000	54,000,000
2	Senior Systems Analyst	U3 SC	1	4,250,000	51,000,000
3	Systems Administrator	U4 SC	1	4,000,000	48,000,000
	SUB TOTAL		3		153,000,000
MEDICAL RECORDS UNITS					
1	Medical Records Officer	U4 L	1	723,868	8,686,416
2	Assistant Medical Records Officer	U5 L	2	462,852	11,108,448
3	Medical Records Assistant	U7 U	6	343,792	24,753,024
	SUB TOTAL		9		350,547,888
v HUMAN RESOURCES SECTION					
1	Principal Human Resource officer	U2 L	1	1,247,467	14,969,604
2	Senior Human Resource Officer	U3 L	1	933,461	11,201,532
3	Human Resource Officer	U4 L	2	723,868	17,372,832
	SUB TOTAL		4		43,543,968
vi PLANNING, MONITORING AND EVALUATION SECTION					
1	Principal Economist	U2 U	1	1,345,330	16,143,960
2	Senior Economist	U3 U	1	1,046,396	12,556,752
3	Economist	U4 U	1	876,222	10,514,664
4	Statistician	U4 SC	1	4,000,000	48,000,000
	SUB TOTAL		4		87,215,376
vii INVENTORY MANAGEMENT UNIT					
1	Senior Inventory Management Officer	U3 U	1	1,046,396	12,556,752
2	Inventory Management Officer	U4 U	1	876,222	10,514,664
3	Assistant Inventory Management officer	U5 U	2	528,588	12,686,112
	SUB TOTAL		4		35,757,528
viii RECORDS UNIT					
1	Senior Records Officer	U3 L	1	933,461	11,201,532
2	Records officer	U4 L	1	723,868	8,686,416
3	Assistant Records Officer	U5 L	2	462,852	11,108,448
	SUB TOTAL		4		30,996,396
	TOTAL FOR SUPPORT SERVICES		75		793,131,216



**APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR UGANDA BLOOD TRANSFUSION SERVICES HEAD
QUARTERS, MARCH 2023**

D	BLOOD DONOR RECRUITMENT, COLLECTION AND TESTING				
i	RESEARCH AND DEVELOPMENT SECTION				
1	Principal Research Officer	U2 SC	1	4,500,000	54,000,000
2	Senior Research Officer	U3 SC	1	4,250,000	51,000,000
3	Research officer	U4 SC	2	4,000,000	96,000,000
	SUB TOTAL		4		201,000,000
ii	BLOOD DONOR RECRUITMENT SECTION				
1	Principal Blood Donor Recruiter (Social Worker)	U2 L	1	1,247,467	14,969,604
2	Senior Blood Donor Recruiter (Social Worker)	U3 L	1	933,461	11,201,532
3	Blood Donor Recruiter (Social Worker)	U4 L	10	723,868	86,864,160
4	Donor Clerk	U7 U	20	343,792	82,510,080
	SUB TOTAL		32		195,545,376
iii	LABORATORY SECTION				
1	Principal Medical Laboratory Technologist	U2(Med-2)	1	4,921,555	59,058,660
2	Senior Medical Laboratory Technologist	U3(Med-2)	3	4,658,476	167,705,136
3	Medical Laboratory Technologist	U4(Med-2)	10	4,408,476	529,017,120
4	Medical Laboratory Technician	U5(Med)	16	2,608,476	500,827,392
5	Laboratory Assistant	U7(Med)	8	1,421,634	136,476,864
	SUB TOTAL		38		1,393,085,172
iv	BLOOD COLLECTION SECTION				
1	Principal Nursing Officer	U2(Med-2)	1	4,921,555	59,058,660
2	Senior Nursing Officer	U3(Med-2)	1	4,658,476	55,901,712
3	Nursing Officer	U4(Med-2)	10	4,408,476	529,017,120
4	Assistant Nursing Officer	U5(Med)	24	2,608,476	751,241,088
5	Enrolled Nurse	U7(Med)	16	1,421,634	272,953,728
6	Hygiene Assistant	U7(Med)	4	1,421,634	68,238,432
	SUB TOTAL		56		1,736,410,740
v	QUALITY ASSURANCE SECTION				
1	Principal Quality Assurance Officer	U2 SC	1	4,500,000	54,000,000
2	Senior Quality Assurance Officer	U3 SC	1	4,250,000	51,000,000
3	Quality Assurance Officer	U4 SC	1	4,000,000	48,000,000
	SUB TOTAL		3		153,000,000
vi	ENGINEERING UNIT				
1	Senior Biomedical Engineer	U3 SC	1	4,500,000	54,000,000
2	Biomedical Engineer	U4 SC	1	4,250,000	51,000,000
3	Engineering Assistant	U7UP	1	343,792	4,125,504
	SUB TOTAL		3		109,125,504
	TOTAL FOR BLOOD DONOR RECRUITMENT, COLLECTION AND TESTING		136		3,788,166,792



**APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR UGANDA BLOOD TRANSFUSION SERVICES HEAD
QUARTERS, MARCH 2023**

	GRAND TOTAL FOR HEAD QUARTERS		222		4,982,551,896



APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR A REGIONAL BLOOD BANK, MARCH 2023

	JOB TITLE	SALARY SCALE	APPROVED ESTABLISHMENT	APPROVED MONTHLY SALARY	APPROVED ANNUAL SALARY
a	REGIONAL BLOOD BANK MANAGEMENT				
1	Principal Medical Officer	U2(Med-1)	1	6,071,555	72,858,660
2	Systems Administrator	U4 SC	2	4,000,000	96,000,000
3	Stenographer Secretary	U5 L	1	462,852	5,554,224
4	Receptionist	U7 U	1	343,792	4,125,504
5	Driver	U8 U	1	221,987	2,663,844
6	Office Attendant	U8 U	2	200,296	4,807,104
7	Askari	U8 L	4	200,296	9,614,208
	SUB TOTAL		12		195,623,544
b	ACCOUNTS UNIT				
1	Accountant	U4 U	1	876,222	10,514,664
2	Assistant Accountant	U6 U	2	426,265	10,230,360
	SUB TOTAL		3		20,745,024
c	PROCUREMENT UNIT				
1	Procurement Officer	U4 U	1	876,222	10,514,664
2	Assistant Procurement Officer	U5 U	1	528,588	6,343,056
	SUB TOTAL		2		16,857,720
d	MEDICAL RECORDS UNIT				
2	Medical Records Officer	U4 L	2	723,868	17,372,832
3	Assistant Medical Records Officer	U5 L	2	462,852	11,108,448
4	Medical Records Assistant	U7 U	2	343,792	8,251,008
	SUB TOTAL		39		430,326,204
e	INVENTORY MANAGEMENT UNIT				
1	Inventory Management Officer	U4 U	1	876,222	10,514,664
2	Assistant Inventory Management officer	U5 U	1	528,588	6,343,056
	SUB TOTAL		2		16,857,720
f	HUMAN RESOURCES UNIT				
1	Human Resource Officer	U4 L	1	723,868	8,686,416
	SUB TOTAL		1		8,686,416
g	INTERNAL AUDIT UNIT				
1	Internal Auditor	U4 U	1	876,222	10,514,664
	SUB TOTAL		1		10,514,664
h	MONITORING AND EVALUATION UNIT				
1	Monitoring and Evaluation Officer	U4 U	1	876,222	10,514,664
	SUB TOTAL		1		10,514,664
i	BLOOD DONOR RECRUITMENT UNIT				
1	Senior Blood Donor Recruiter (Social Worker)	U3 L	2	933,461	22,403,064
2	Blood Donor Recruiter (Social Worker)	U4 L	5	723,868	43,432,080
3	Donor Clerk	U7 U	10	343,792	41,255,040
4	Driver	U8 U	10	221,987	26,638,440
	SUB TOTAL		27		133,728,624
j	LABORATORY UNIT				
1	Senior Medical Laboratory Technologist	U3(Med-2)	1	4,658,476	55,901,712
2	Medical Laboratory Technologist	U4(Med-2)	4	4,408,476	211,606,848
3	Medical Laboratory Technician	U5(Med)	10	2,608,476	313,017,120
4	Laboratory Assistant	U7(Med)	7	1,421,634	119,417,256
	SUB TOTAL		22		699,942,936
k	BLOOD COLLECTION UNIT				
1	Senior Nursing Officer	U3(Med-2)	1	4,658,476	55,901,712
2	Nursing Officer	U4(Med-2)	6	4,408,476	317,410,272
3	Assistant Nursing Officer	U5(Med)	15	2,608,476	469,525,680
4	Enrolled Nurse	U7(Med)	10	1,421,634	170,596,080
5	Hygiene Assistant	U7(Med)	2	1,421,634	34,119,216
	SUB TOTAL		34		1,047,552,960
l	ENGINEERING UNIT				
1	Assistant Biomedical Engineering Officer	U5 SC	1	2,200,000	26,400,000
	SUB TOTAL		1		26,400,000



APPROVED COSTED STRUCTURE AND STAFF ESTABLISHMENT FOR A REGIONAL BLOOD BANK, MARCH 2023

m	QUALITY ASSURANCE UNIT				
1	Senior Quality Assurance Officer	U3 SC	1	4,250,000	51,000,000
2	Quality Assurance Officer	U4 SC	1	4,000,000	48,000,000
	SUB TOTAL		2		99,000,000
	TOTAL FOR ONE REGIONAL BLOOD BANK		147		2,716,750,476
	GRAND TOTAL FOR EIGHT REGIONAL BLOOD BANKS (ARUA, FORT PORTAL, GULU, HOIMA, LIRA, MBALE, MBARARA AND SOROTI)		1,176		21,734,003,808

